

MEETING MINUTES – WFIT Program Board

Date of Meeting: 05/15/2013 **Time:** 01:00pm-4:00pm MT

Location: OWF Conference Room

Minutes Prepared By: John Gebhard

1. Meeting Purpose

This is the weekly meeting of the PB. The discussions centered on the status of WFIT and next steps and the Program Board portfolio.

Invitees with indication of Attendance

Andrea Olson, FWS		Chris Markel	X		
David Potter, BIA	P	John Gebhard	X		
Keith Smith	X	Jaymee Fojtik	X		
Richard del Hierro	X	Laura Hill	X		
		John Phipps	X		
Erik Torres	P	Jim Douglas	X		

X – Present in person

P – Call in

Blank – Did not attend

2. Meeting Agenda

No.	Item	Time	Owner
1)	WFIT Status and Next Steps	2 hrs	John Phipps and Jim Douglas
2)	PMU Workload Request	20	Paul Schlobohm
3)	Portfolio Update	30	All
4)	Agency/Interagency Representation	30	All

3. Meeting Notes, Decisions, Issues

1. WIFIT and Next Steps. Updates on the status of the various PB efforts were provided to Jim and John. There was also a discussion on the next Executive Board meeting and items to be presented.

Action Items:

The PB needs to develop a 2 page document that outlines a flow chart of events starting with the project initiation request thru decommissioning an IT project. Laura, Jaymee and Christie will work on this. Need to distribute widely including posting on the WFIT web site.

The 5 year plan needs to be reviewed and finalized. We will need additional FS information before we can finalize this.

The technical architecture needs to be reviewed by DOI CIO office. Chris will coordinate this.

The PB needs to start thinking about how the Roadmap is developed for presentation to the EB in September. We may need to scale back and provide Roadmap information on just the higher profile IT project in the portfolio.

A review needs to be conducted on the FY 14 budget to find additional cost savings. Chris will do this.

2. PMU Workload Discussion. Paul led a discussion on workload and Carol Saras time and availability. He indicated that she would be available at least part time to help the PB with its capital planning and portfolio management.

Action Item: Laura and John will develop a list of priorities and expectations for discussion with Paul and Carol.

3. The PB is in position to start to review the portfolio and start making recommendations on potential cost savings including applications that should be consolidated. These will be challenging discussions as many of these projects have been in place for years. However, this is one of the primary ways that the PB can add value to the community.

Action Item: PB members to review the portfolio for cost savings and reducing the number of applications.

4. Agency/Interagency representation. The PB recognizes that finding a balance between agency specific needs and interagency needs will continue to be a challenge.

4. New Action Items			
<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Determine the System of Record For Unit ID's	PB	5/10/13	
See additional action items above			